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NEBRASKA COMMUNITY COLLEGES ENROLLMENT AUDIT COMMITTEE

I. PURPOSE

The purpose of the Nebraska Community Colleges Enrollment Audit Committee shall be to:

- A. Formulate and recommend to the Council of Chief Executive Officers guidelines and procedures to assure compliance with State law.
- B. Prepare audit guidelines for use by outside independent auditors to audit full-time equivalents (FTEs), and reimbursable educational units (REUs).
- C. Review course weightings and enrollment audit reports for compliance with the audit guidelines and state law.
- D. Perform other tasks at the direction of the Council of Chief Executive Officers.

II. STRUCTURE

The Audit Committee shall be composed of two persons designated by each college's area president. It is recommended that:

- A. One of these persons should be the chief instructional officer and the other person should be the chief business officer.
- B. The chairperson of the Council of Business Officers and the chairperson of the Council of Instructional Officers shall be co-chairpersons of the Audit Committee.
- C. Each community college area shall have one vote.

III. MEETINGS

The Audit Committee shall meet as follows:

- A. August - Around August 15 to review annual enrollment audits from each college. This review may be accomplished through a meeting or via a telephone conference call.
 - 1. The enrollment audit for each area should be completed on or before August 10 so that the members of the committee can review the audits prior to the August meeting.
 - 2. The Audit Committee will report its findings to the Council of Chief Executive Officers.
- B. Fall - Review all college offerings and identify any changes in courses or program credits. Review the Enrollment Audit Guidelines and make any necessary changes.

The co-chairpersons of the Audit Committee, or others designated by the Audit Committee, shall present the reviewed Enrollment Audit Guidelines including any changes to the Council of Chief Executive Officers for approval. The presentation of the Enrollment Audit Guidelines should be made no later than the January Council of Chief Executive Officers' meeting.

- C. February - Estimate FTEs and REUs that will be generated by the Nebraska Community College system.
- D. At other times as determined by the Audit Committee or the Council of Chief Executive Officers.

IV. RESPONSIBILITIES

- A. The Audit Committee shall submit revisions to the Enrollment Audit Guidelines, recommendations, and/or other documents to the Council of Chief Executive Officers for their approval.
 - 1. The revised Enrollment Audit Guidelines, recommendations and/or other documents shall be submitted to the Council of Chief Executive Officers accompanied by a cover letter with an appropriate explanation.
 - 2. Revisions of an existing document shall be clearly indicated.
 - 3. The co-chairpersons of the Audit Committee, or others designated by the Audit committee, shall be responsible for submitting material to the Council of Chief Executive Officers in a timely fashion. The co-chairpersons, or others designated by the Audit Committee, shall be present at the Council of Chief Executive Officers meeting to present the material and answer questions.
- B. Minutes of all Audit Committee meetings shall be forwarded to the Council of Chief Executive Officers.
- C. The Audit Committee shall have the following responsibilities relative to courses offered:
 - 1. Use the Nebraska Community Colleges Enrollment Audit Guidelines approved by the Council of Chief Executive Officers and ratified by the NCCA Board of Directors for all review functions.
 - 2. Determine the proper classification and REU weighting of courses as to:

Academic Transfer	1.00
Academic Support	1.00
Class 1 Applied Tech/Occupational	1.50
Class 2 Applied Tech/Occupational	2.00

3. Provide assurance of credit hour allocation in compliance with the following categories and consistent with Nebraska Statutes.

	<u>Semester Calendar</u>	<u>Quarter Calendar</u>
Classroom Hour	1 to 15	1 to 10
Academic Transfer & Academic		
Support Laboratory Hour	1 to 30	1 to 20
Vocational Laboratory Hour & Clinical Hour	1 to 45	1 to 30
Practicum Hour	1 to 45	1 to 30
Cooperative Work Experience	1 to 60	1 to 40
Independent (directed) Study	Credits will be assigned according to the practices of each college in assigning credits to similar type courses.	

The total credit hours allocated to each course shall include those hours generated through any combination of categories.

4. Provide assurance that noncredit reimbursable classes are classified and weighted in a manner consistent to credit classes, and that the FTE and REU equivalent is in compliance with Nebraska Statutes.

- a. Does Not Require:

- i. Course Outline
- ii. Instructor Credentials
- iii. Student Evaluation

- b. Non-reimbursable

- i. Recreational Activity
- ii. Avocational

- c. Reimbursable

- i. Administered by College (per Audit Guidelines)
- ii. Content meets one of the following:
 - (a) Academic Support — 1.0
 - (b) Applied Technology/Occupational Education — 1.50/2.00.
 - (c) Job Upgrade — 1.50/2.00
- iii. Course/Workshop of a minimum of 3 clock hours in an academic support or vocational program.

- d. Weight According to Credit Taxonomy

V. AUDIT GUIDELINES APPROVAL

- A. The Audit Committee will present a revised set of Annual Audit Guidelines to the Council of Chief Executive Officers no later than the January Council of Chief Executive Officers' meeting.
- B. The Council of Chief Executive Officers will present the Annual Audit Guidelines to the NCCA Board at its second quarterly meeting.
- C. The Audit Guidelines approved by the NCCA Board will be used for the appropriate year.
- D. The set of approved Audit Guidelines will be issued to all Areas by the NCCA Office by June 1 and will be used for the enrollment audit to which they apply.

VI. DEFINITIONS AND STANDARDS FOR CREDIT COURSES

To award college credit, all Nebraska community college courses will:

- A. Apply to a degree, diploma, certificate or skills award granted by a Nebraska Community College or meet pre-requisites for college level courses^{*1}.
- B. Require each Chief Instructional Officer to retain on file all course syllabi offered by their college. Regardless of the site from which a course is offered, the course will have the same:
 - Title for all sections/offerings taught under the designated course number.
 - Course alpha and number for common content.
 - Course description.
 - Course objectives.
 - Minimal competencies taught.
 - Textbook(s) – as per the current textbook procedures memorandum.
 - Prerequisites.
- C. Have an approved Course Action Form on file in the office of the Chief Instructional Officer.
- D. Be developed and maintained by an appropriately credentialed/qualified instructor as defined by the institution.
- E. Evaluate enrolled students in a manner appropriate to demonstrate educational achievement as prescribed by course objectives and/or approved department/program assessment practices.
- F. Meet credit/contact hour ratio guidelines for semesters (or quarter equivalent) as outlined in state statute 85-1503.

¹ *Credit for developmental courses does not apply toward a degree, but rather satisfies pre-requisites for courses in degree programs.

SEMESTER	QUARTER	
<i>1:15</i>	<i>1:10</i>	<i>Classroom Hour</i>
<i>1:30</i>	<i>1:20</i>	<i>Academic Transfer, General Education, & Academic Support Lab Hour</i>
<i>1:45</i>	<i>1:30</i>	<i>Vocational Laboratory Hour and Clinical Hour</i>
<i>1:45</i>	<i>1:30</i>	<i>Practicum Hour</i>
<i>1:60</i>	<i>1:40</i>	<i>Cooperative Work Experience</i>
		<i>Independent (directed) Study – Credits will be assigned according to the practices of assigning credits to similar type courses.</i>

- G. Charge tuition as approved by the college's Board of Governors.
- H. Be reviewed by the faculty a minimum of once every three years and revised as necessary to ensure relevance.
- I. Require each Chief Instructional Officer to maintain a reasonable balance between consistent, accurate course content and the frequency of curriculum revisions.
- J. Focus on the learning needs of students and employers related to applied technology, a common learning core, and academic transfer.
- K. Be classified for appropriate Reimbursable Educational Unit weighing as outlined by the "Nebraska Community College's Enrollment Audit Guidelines, Enrollment Audit Committee Section, item IV.C.2." and the Course Weighting Decision Rules listed in the same document:
 - Academic Transfer 1.00
 - Academic Support 1.00
 - Class 1 Vocational 1.50
 - Class 2 Vocational 2.00

Definitions of Academic Transfer, Academic Support, Class 1 Vocational, and Class 2 Vocational are found in the Enrollment Audit Guidelines, Section II, numbers 15, 17, 18, and 19.

NEBRASKA COMMUNITY COLLEGES ENROLLMENT AUDIT GUIDELINES

The following guidelines shall govern Full-Time Equivalent (FTE) student enrollment reporting, minimum record keeping requirements and the conversion of FTE students to Reimbursable Education Units (REUs).

I. STATUTORY PROVISIONS

Nebraska Statutes Sections 85-1501 to 85-1540 provide the basis for the Nebraska Community Colleges.

II. TERMS DEFINED (As identified in Nebraska Statute 85-1503)

1. Community college means an educational institution operating and offering programs pursuant to Nebraska Statutes Sections 85-1501 to 85-1540;
2. Community college area means an area established by Section 85-1504;
3. Board means the community college board of governors for each community college area;
4. Full-time equivalent student means, in the aggregate, the equivalent of a registered student who in a twelve-month period is enrolled in:
 - a. Thirty semester credit hours or forty-five quarter credit hours of classroom, laboratory, clinical, practicum, or independent study course work or cooperative work experience or
 - b. Nine hundred contact hours of classroom or laboratory course work for which credit hours are not offered or awarded. Avocational and recreational community service programs or courses are not included in determining full-time equivalent students or student enrollment; The number of credit and contact hours to be counted by any community college area in which a tribally controlled community college is located shall include credit and contact hours awarded by such tribally controlled community college to students for which such institution received no federal reimbursement pursuant to the federal Tribally Controlled College or University Assistance Act of 1978, 25 U.S.C. 1801;
5. Contact hour means an educational activity consisting of sixty minutes minus break time and required time to change classes;
6. Credit hour means the unit used to ascertain the educational value of course work offered by the institution to students enrolling for such course work, earned by such students upon successful completion of such course work, and for which tuition is charged. A credit hour may be offered and earned in any of several instructional delivery systems, including, but not limited to, classroom hours, laboratory hours, clinical hours, practicum hours, cooperative work experience, and independent study. A credit hour shall consist of a minimum of:
 - a. Ten quarter or fifteen semester classroom contact hours per term of enrollment;

- b. Twenty quarter or thirty semester academic transfer and academic support laboratory hours per term of enrollment;
- c. Thirty quarter or forty-five semester vocational laboratory hours per term of enrollment;
- d. Thirty quarter or forty-five semester clinical or practicum contact hours per term of enrollment;
- e. Forty quarter or sixty semester cooperative work experience contact hours per term of enrollment.

An institution may include in a credit hour more classroom, laboratory, clinical, practicum, or cooperative work experience hours than the minimum required in this subdivision. The institution shall publish in its catalog, or otherwise make known to the student in writing prior to the student enrolling or paying tuition for any courses, the number of credit or contact hours offered in each course. Such published credit or contact hour offerings shall be used to determine whether a student is a full-time equivalent student pursuant to subdivision (4) of this section;

- 7. Classroom hour means a minimum of fifty minutes of formalized instruction on campus or off campus in which a qualified instructor applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of audiovisual materials is responsible for providing an educational experience to students;
- 8. Laboratory hour means a minimum of fifty minutes of educational activity on campus or off campus in which students conduct experiments, perfect skills, or practice procedures under the direction of a qualified instructor;
- 9. Clinical hour means a minimum of fifty minutes of educational activity on campus or off campus during which the student is assigned practical experience under constant supervision at a health-related agency, receives individual instruction in the performance of a particular function, and is observed and critiqued in a repeat performance of such function. Adjunct professional personnel, who may or may not be paid by the college, may be used for the directed supervision of students and for the delivery of part of the didactic phase of the experience;
- 10. Practicum hour means a minimum of fifty minutes of educational activity on campus or off campus during which the student is assigned practical experiences, receives individual instruction in the performance of a particular function, and is observed and critiqued by an instructor in the repeat performance of such function. Adjunct professional personnel, who may or may not be paid by the college, may be used for the directed supervision of the students;
- 11. Cooperative work experience means an internship or on-the-job training, designed to provide specialized skills and educational experiences, which is coordinated, supervised, observed, and evaluated by qualified college staff or faculty and may be completed on campus or off campus, depending on the nature of the arrangement;

12. Independent study means an arrangement between an instructor and a student in which the instructor is responsible for assigning work activity or skill objectives to the student, personally providing needed instruction, assessing the student's progress, and assigning a final grade. Credit hours shall be assigned according to the practice of assigning credits in similar courses;
13. Full-time equivalent student enrollment total means the total of full-time equivalent students enrolled in a community college area in any fiscal year;
14. General academic transfer course means a course offering in a one-year or two-year degree-credit program, at the associate degree level or below, intended by the offering institution for transfer into a baccalaureate program. The completion of the specified courses in a general academic transfer program may include the award of a formal degree;
 - These degrees primarily prepare the student to transfer to an upper-division baccalaureate degree program. (Language found in the American Association of Community and Junior Colleges - AACJC Policy Brief, July, 1984.)
15. Applied technology or occupational course means a course offering in an instructional program, at the associate degree level or below, intended to prepare individuals for immediate entry into a specific occupation or career. The primary intent of the institutions offering an applied technology or occupational program shall be that such program is for immediate job entry. The completion of the specified courses in an applied technology or occupational program may include the award of a formal degree, diploma, or certificate;
 - Includes Associate of Applied Science degrees (AAS), diplomas, certificates, and course work to qualify individuals for entry into employment and/or enable them to remain current or to upgrade or acquire new skills. (Language not found in Nebraska Statute, but agreed to by the six Community Colleges Areas to be included in the Enrollment Audit Guidelines.)
16. Academic support course means a general education academic course offering which may be necessary to support an applied technology or occupational program;
17. Class 1 course means an applied technology or occupational course offering which requires the use of equipment, facilities, or instructional methods which could be easily adapted for use in a general academic transfer program classroom or laboratory;
18. Class 2 course means an applied technology or occupational course offering which requires the use of specialized equipment, facilities, or instructional methods not easily adaptable for use in a general academic transfer program classroom or laboratory;
19. Reimbursable educational unit means a full-time equivalent student multiplied by:
 - a. for a general academic transfer course or an academic support course, a factor of one,

- b. for a Class 1 course, a factor of one and fifty-hundredths,
 - c. for a Class 2 course, a factor of two,
 - d. for a tribally controlled community college general academic transfer course or academic support course, a factor of two,
 - e. for a tribally controlled community college Class 1 course, a factor of three, and
 - f. for a tribally controlled community college Class 2 course, a factor of four
- 20. Reimbursable educational unit total means the total of all reimbursable educational units accumulated in a community college area in any fiscal year;
 - 21. Special instructional term means any term which is less than fifteen weeks for community colleges using semesters or ten weeks for community colleges using quarters;
 - 22. Statewide reimbursable full-time equivalent total means the total of all reimbursable full-time equivalents accumulated statewide for the community college in any fiscal year;
 - 23. Tribally controlled community college means an educational institution operating and offering programs pursuant to the Tribally Controlled Community College Assistance Act, 25 U.S.C. 1801; and
 - 24. Tribally controlled community college state aid amount means:
 - a. for fiscal years 2010-2011, 2011-12, and 2012-13, the amount of state aid provided to a tribally controlled community college pursuant to section 90-517 and
 - b. for fiscal year 2013-2014 and each fiscal year thereafter,, the quotient of the amount of state aid to be distributed pursuant to the Community College Aid Act, excluding any amounts received from the Nebraska Community College Student Performance and Occupational Education Grant fund, for such fiscal year to a community college area in which a tribally controlled community college is located divided by the reimbursable educational unit total for such community college area for the fiscal year immediately preceding the fiscal year for which aid is being computed, with such quotient then multiplied by the reimbursable educational units derived from credit and contact hours awarded by a tribally controlled community college to students for which such institution received no federal reimbursement pursuant to the federal Tribally Contorlled College or University Assistance Act of 1978, 25 U.S.C. 1801, for the immediately preceding fiscal year for which aid is being calculated.; and

85-932.01. Foundations education, defined.

Foundations education shall mean education which includes remedial and developmental programs, adult basic education, general education development, English as a second language, compensatory education, and refresher courses.

III. ENROLLMENT GUIDELINES

A. Census Procedures

1. Credit Courses

- a. A college's enrollment report shall be computed using as a cutoff date the tenth (10th) day of instruction of each term. Any students enrolled through ten (10) instructional days in a term are eligible to be counted. Those students enrolled after the tenth (10th) instructional day and meeting the ten-day guideline shall be counted in either the current or the following term.
- b. Any credit course having a total duration of less than ten (10) instructional days or not scheduled as part of a regular term shall be counted as meeting the minimum requirements if the enrollment is in proportion to the time equal to the ten (10) instructional day limitation of a normal semester or quarter course.
- c. Credit courses will be audited on a quarter/semester credit hour basis.

2. Noncredit Courses

- a. The total registrations after the second class session or after the first session, if there is only one scheduled session, shall be counted as the enrollment, and this enrollment is to be multiplied by the total number of contact hours in the course.
- b. Noncredit courses shall be audited on a contact hour basis.

B. Courses Eligible and REU Weighting Factor Applied:

1. Credit hours generated by courses applicable to a degree, diploma, or certificate to be eligible to be counted towards FTE and converted to REU shall be those meeting the definitions identified previously in this document.
2. Credit/contact hours for which the student tuition is paid by federal, state, or other governmental agencies or private subsidy or both are eligible to be claimed for reimbursement.
3. Noncredit reimbursable courses will be classified and weighted in a manner consistent with credit courses.
4. Credit/contact hours specifically designed and offered to develop and improve job competencies shall be eligible for reimbursement.
5. Noncredit courses/workshops of a minimum of 3 clock hours in an academic support or vocational discipline are eligible for reimbursement.
6. Noncredit reimbursable courses/workshops must meet at least one of the following criteria:
 - a. Job entry

- b. Job update
 - c. Job upgrade
 - d. Consumer, personal, and miscellaneous Classification of Instructional Programs (CIP #12) - programs that prepare individuals to provide a variety of services to individual consumers or organizations
 - e. Vocational home economics (CIP #20) - paid employment
- 7. Each college area shall establish and uniformly apply resident and nonresident tuition rates on a credit hour basis. Such rates shall apply to all credit courses claimed for reimbursement. This is not intended to interfere with reciprocal agreements.
- 8. Courses or programs offered to private businesses and nongovernmental agencies will be reimbursed in accordance with the guidelines of III. B. 1 – 7 above.
- C. Courses Ineligible to be counted:
 - 1. Courses or programs when 100 percent of the costs are paid by a governmental agency. Examples would include, but are not limited to:
 - a. ABE (Federally Funded)
 - b. High School Programs exclusively for high school credit
 - c. Department of Correctional Services
 - 2. All credit or contact hours generated through "testing out," "challenging," transfer, or unsupervised study.
 - 3. Avocational/recreational courses.
- D. Courses or programs with third parties may be reviewed by the Council of Chief Executive Officers to determine if the courses or programs shall be counted for reimbursement.
- E. All courses eligible for reimbursement shall be reviewed by the Audit Committee prior to the certification of the official course list by each community college area president.

IV. ADMINISTRATIVE PROVISIONS

- A. Implementation Date:
 - 1. For purposes of FTE and REU count, the reporting year will be July 1 through June 30.
 - 2. Credit courses will be audited on a semester/quarter hour basis.
 - 3. Summer Session Enrollment: FTE generated by a course whose total duration is interrupted by a change in the fiscal year (July 1) shall be counted in the fiscal year started if it meets the ten (10) instructional day or equivalent guidelines in

that year or in the following year if it does not meet the ten (10) instructional day guidelines of the starting year.

B. Auditing and Filing of Reports:

1. Each college's reimbursable course list shall be prepared and certified as official by each area president by June 30 of each year and presented to the Coordinating Commission for Postsecondary Education each member of the Council of Chief Executive Officers, and the NCCA Executive Director, prior to July 15.
2. The official reimbursable course list and the college's enrollment records shall be the basis for the audit by the auditor.
3. The audit process shall include the confirmation that the instructional services have been performed and that enrollment fulfills stated guidelines.
4. Reimbursable full-time equivalent student enrollment and reimbursable educational units totals as defined are to be reported annually covering the most recently completed fiscal year. In addition, the reimbursable FTE and REU totals for the previous three most recently completed fiscal years and the three year average of such totals shall also be reported. Such examination and audit shall be completed and filed with the Auditor of Public Accounts, the Department of Administrative Services, the Coordinating Commission for Postsecondary Education, each member of the Council of Chief Executive Officers, and the NCCA Executive Director, on or before August 15.

C. Record Keeping Requirements:

In order to provide an adequate audit trail and to facilitate the collection of information, the following procedures shall be implemented:

1. Minimum records to be available from each area shall consist of the following:
 - a. Master Course List

Approved course lists are to include CIP Code, course number, course title, contact hours, credit hours, lecture hours, Clinical, Laboratory, Internship, or Practicum (CLIP) code, CLIP hours, and REU weighting factor. The contact hour split between class, lab, practicum, clinical, and co-op will be provided.
 - b. Student records
 - (i) Student's name or student ID number
 - (ii) Resident or nonresident status (not required for noncredit)
 - (iii) Courses and number of credit hours or contact hours enrolled in
 - (iv) Tuition Income - Indicate tuition paid or waiver with sufficient records to allow reconciliation of tuition to FTE.
 - (v) Date enrolled.
2. A reconciliation shall be made between the FTE enrollment and unaudited tuition collected or waived.

V. GUIDELINES FOR AREA CPA AUDIT

The following procedures are necessary to meet minimum requirements for an adequate enrollment audit:

- A. Examine FTE and REU enrollment records. Sample testing of data shall be in accordance with generally accepted auditing standards. Records to be examined shall include:
 - 1. Registration records
 - 2. Drop and add records
 - 3. Financial records
 - 4. College Master Course Lists
 - 5. Classification of courses as to legal definitions
 - 6. Contracts for eligible and ineligible FTEs
- B. The audit opinion rendered must include certification of the reimbursable FTE and REU enrollment.
- C. The following information shall be included as unaudited supplemental information:
 - 1. Schedule of Total Full-Time Equivalent Student Enrollment. This schedule should include both reimbursable and non-reimbursable FTE.
 - 2. A reconciliation of unaudited tuition collected or waived to FTE.
 - 3. An allocation of 1.0 REU factor courses. The allocation shall include credit hours, contact hours, FTE and REU. Courses with an REU factor of 1.0 shall be allocated by declared student major as of the tenth (10th) instructional day to academic transfer, academic support, undeclared/non-degree, and foundations education.

SAMPLE AUDIT FORMAT

Anywhere Nebraska Community College Area

Statements of Reimbursable Full-Time Equivalent Student Enrollment and
Reimbursable Educational Units

June 30, 2012 and 2011

Board of Governors
Anywhere Nebraska Community College Area

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying statements of reimbursable full-time equivalent student enrollment and reimbursable educational units of Anywhere Nebraska Community College Area for the years ended June 30, 2012 and 2011. These enrollment statements are the responsibility of the College's management. Our responsibility is to express our opinion on these statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statements referred to above are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the accompanying statements of reimbursable full-time equivalent student enrollment and reimbursable educational units of Anywhere Nebraska Community College Area present fairly, in all material respects, the reimbursable full-time equivalent student enrollment and reimbursable educational units for the years ended June 30, 2012 and 2011, in accordance with guidelines referred to in the notes to the accompanying statements.

Our audits were made for the purpose of forming an opinion on the statements of reimbursable full-time equivalent student enrollment and reimbursable educational units taken as a whole. The supplementary data included in Schedules 1, 2, and 3 is presented for purposes of additional analysis and is not a required part of the basic statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic statements and, accordingly, we express no opinion on them.

In accordance with Government Auditing Standards, we have also issued our report dated August 1, 2012 on our consideration of the Anywhere Nebraska Community College Area's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Independent CPA Firm
Anywhere, Nebraska
August 1, 2012

ANYWHERE NEBRASKA COMMUNITY COLLEGE AREA

Statement of Reimbursable Full-time Equivalent Student Enrollment and Reimbursable Educational Units
Fiscal Years Ended June 30, 2012 and 2011

	<u>Semester</u>	<u>Hours</u> <u>Quarter</u>	<u>Contact</u>	<u>Reimbursable FTE</u> <u>Student Enrollment</u>		<u>Reimbursable</u> <u>Education Units</u>	
				<u>2012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>
Summer							
1.0 Academic Transfer/Support	N/A	7,547.00	5,417.00	173.73	169.85	173.73	169.85
1.5 Class1, Applied Tech/Occupational	N/A	9,973.50	13,269.00	236.38	215.19	354.56	322.78
2.0 Class 2, Applied Tech/Occupational	<u>N/A</u>	<u>24,964.00</u>	<u>2,010.00</u>	<u>556.99</u>	<u>550.21</u>	<u>1,113.98</u>	<u>1,100.42</u>
	<u>N/A</u>	<u>42,484.50</u>	<u>20,696.00</u>	<u>967.10</u>	<u>935.25</u>	<u>1,642.27</u>	<u>1,593.05</u>
Fall							
1.0 Academic Transfer/Support	3,736.00	11,119.00	9,042.50	381.67	366.62	381.67	366.62
1.5 Class1, Applied Tech/Occupational	1,842.00	15,553.00	15,975.50	424.77	409.92	637.16	614.88
2.0 Class 2, Applied Tech/Occupational	<u>2,531.00</u>	<u>29,320.50</u>	<u>4,336.00</u>	<u>740.75</u>	<u>667.83</u>	<u>1,481.50</u>	<u>1,335.66</u>
	<u>8,109.00</u>	<u>55,992.50</u>	<u>29,354.00</u>	<u>1,547.19</u>	<u>1,444.37</u>	<u>2,500.33</u>	<u>2,317.16</u>
Winter							
1.0 Academic Transfer/Support	4,050.00	11,190.00	7,280.50	391.76	345.47	391.76	345.47
1.5 Class1, Applied Tech/Occupational	1,658.00	16,318.50	15,383.50	434.99	420.97	652.49	631.46
2.0 Class 2, Applied Tech/Occupational	<u>2,041.50</u>	<u>30,486.50</u>	<u>6,223.00</u>	<u>752.44</u>	<u>738.89</u>	<u>1,504.88</u>	<u>1,477.78</u>
	<u>7,749.50</u>	<u>57,995.00</u>	<u>28,887.00</u>	<u>1,579.19</u>	<u>1,505.33</u>	<u>2,549.13</u>	<u>2,454.71</u>
Spring							
1.0 Academic Transfer/Support	853.00	10,005.50	11,266.00	263.30	238.93	263.29	238.93
1.5 Class1, Applied Tech/Occupational	390.00	14,948.00	10,757.50	357.13	328.10	535.70	492.15
2.0 Class 2, Applied Tech/Occupational	<u>1,037.00</u>	<u>27,395.50</u>	<u>4,531.00</u>	<u>648.39</u>	<u>634.63</u>	<u>1,296.78</u>	<u>1,269.26</u>
	<u>2,280.00</u>	<u>52,349.00</u>	<u>26,554.50</u>	<u>1,268.82</u>	<u>1,201.66</u>	<u>2,095.77</u>	<u>2,000.34</u>
Totals	<u>18,138.50</u>	<u>208,821.00</u>	<u>105,491.50</u>	<u>5,362.30</u>	<u>5,086.61</u>	<u>8,787.50</u>	<u>8,365.26</u>

See accompanying notes to statements

ANYWHERE NEBRASKA COMMUNITY COLLEGE AREA

Notes to Statements of Reimbursable Full-Time Equivalent Student Enrollment and Reimbursable Educational Units

June 30, 2012 and 2011

Note 1. GUIDELINES

Nebraska Statutes provide general guidelines for determining the FTE student enrollment total and subsequent conversion of FTEs to REUs. An audit committee, comprised of representatives from the Nebraska Community College Areas which are members of the Nebraska Community College Association, was established to define more specific guidelines. These guidelines, as adopted by the Council of Chief Executive Officers, and the Nebraska Community College Association Board of Directors, were used in the determination of the FTE student enrollment total and subsequent conversion to REUs.

The computation of the information for this report is based on the Nebraska Community College's Enrollment Audit Guidelines FY 2011-2012 and 2010-2011 which were ratified by the NCCA Board of Directors on, June 15, 2012 and May 2, 2011.

Note 2. FULL-TIME EQUIVALENT STUDENT AND REIMBURSABLE EDUCATIONAL UNIT DEFINITIONS

- A. An FTE student is equivalent to thirty semester or forty-five quarter credit hours of classroom, laboratory, clinical, practicum, independent study course work or cooperative work experience applicable to a degree, diploma, or certificate in a program for which credit hours are offered or nine hundred contact hours of classroom or laboratory course work for which credit hours are not offered or awarded.
- B. The number of credit hours which shall be counted by any community college area in which a tribally controlled community college is located shall include credit hours awarded by such tribally controlled community college to students for which such institution received no federal reimbursement pursuant to the Tribally Controlled Community College Assistance Act, 25 U.S.C. 1801;
- C. REUs are calculated by multiplying FTEs by the appropriate weighting factor as defined for each type of course offering as follows:

<u>Type of Course</u>	<u>Factor</u>
Academic Transfer	1.00
Academic Support	1.00
Class 1 Applied Tech/Occupational	1.50
Class 2 Applied Tech/Occupational	2.00

ANYWHERE NEBRASKA COMMUNITY COLLEGE AREA

Notes to Statements of Reimbursable Full-Time Equivalent Student Enrollment and Reimbursable Educational Units

June 30, 2012 and 2011

Note 3. THREE-YEAR AVERAGE VALUES

The following three-year average values are included in the audited statements for use in state aid computations.

Fiscal Year Ending June 30, 2012

Years Ending June 30	Reimbursable Full-Time Equivalent Student Enrollment	Reimbursable Education Units
2010	5,198.55	8,549.33
2011	5,086.61	8,365.26
2012	5,362.30	8,787.50
Three-year average	5,215.82	8,567.36

Fiscal Year Ending June 30, 2011

Years Ending June 30	Reimbursable Full-Time Equivalent Student Enrollment	Reimbursable Education Units
2009	5,042.59	8,212.84
2010	5,198.55	8,549.33
2011	5,086.61	8,365.26
Three-year average	5,109.25	8,375.81

Schedule 1

ANYWHERE NEBRASKA COMMUNITY COLLEGE AREA

Total Full-Time Equivalent Student Enrollment
Years ended June 30, 2012 and 2011 (Unaudited)

	Full-Time Equivalent Student Enrollment	
	2012	2011
Summer		
1.00 Academic Trans/Sup	173.73	169.85
1.50 Class 1, Applied Tech/Occupational	236.38	215.19
2.00 Class 2, Applied Tech/Occupational	556.99	550.21
Ineligible	<u>84.76</u>	<u>80.66</u>
	1,051.86	1,015.91
Fall		
1.00 Academic Trans/Sup	381.67	366.62
1.50 Class 1, Applied Tech/Occupational	424.77	409.92
2.00 Class 2, Applied Tech/Occupational	740.75	667.83
Ineligible	<u>95.28</u>	<u>106.84</u>
	1,642.47	1,551.21
Winter		
1.00 Academic Trans/Sup	391.76	345.47
1.50 Class 1, Applied Tech/Occupational	434.99	420.97
2.00 Class 2, Applied Tech/Occupational	752.44	738.89
Ineligible	<u>109.15</u>	<u>121.46</u>
	1,688.34	1,626.79
Spring		
1.00 Academic Trans/Sup	263.30	238.93
1.50 Class 1, Applied Tech/Occupational	357.13	328.10
2.00 Class 2, Applied Tech/Occupational	648.39	634.63
Ineligible	<u>111.09</u>	<u>104.64</u>
	1,379.91	1,306.30
Total	<u>5,762.58</u>	<u>5,500.21</u>
Deduct - Courses, programs & hours ineligible:		
Community Education	101.35	107.23
Other ineligible FTE	<u>298.93</u>	<u>306.37</u>
	400.28	413.60
Full-Time Equivalent Student Enrollment	<u>5,362.30</u>	<u>5,086.61</u>

Schedule 2

ANYWHERE NEBRASKA COMMUNITY COLLEGE AREA
 Reconciliation of Reimbursable Full-Time Equivalent Student Enrollment
 & General Fund Tuition Income
 (Unaudited)
 Year Ended June 30, 2012

	<u># of Credit Hours</u>	<u>Cost Per Credit Hour</u>	<u>Total</u>
Semester Credit Hours			
Resident	16,518.00	67.50	1,114,965
Nonresident	<u>1,620.50</u>	82.50	<u>133,691</u>
Total	<u>18,138.50</u>		<u>1,248,656</u>
Quarter Credit Hours			
Resident	199,406.00	45.00	8,973,270
Nonresident	<u>9,415.00</u>	55.00	<u>517,825</u>
Total	<u>208,821.00</u>		<u>9,491,095</u>
Reimbursable Contact Hours	105,491.50	2.50	<u>263,729</u>
Total Computed Tuition			11,003,480
Adjustments:			
Tuition Waivers			(570,512)
Other			<u>(187,280)</u>
Total Adjustments			<u>(757,792)</u>
Net Reimbursable Tuition Income (unaudited)			<u>\$10,245,688</u>

ANYWHERE NEBRASKA COMMUNITY COLLEGE AREA

Allocation of 1.0 REU Factor Courses
 Year Ended June 30, 2012 (Unaudited)

	----- Semester -----	-----Hours----- Quarter	----- Contact	Reimbursable Full-time Equivalent Student Enrollment	Reimbursable Education Units
Academic Transfer	6,805.00		-	226.83	226.38
Academic Support	1,183.00	30,547.50	-	718.27	718.27
Undeclared/nondegree	549.00	9,160.00	33,006.00	258.53	258.53
Foundations Education	102.00	154.00	-	6.82	6.82
	8,639.00	39,861.50	33,006.00	1,210.45	1,210.45

Note: Courses with a REU factor of 1.0 are allocated by declared student major as of the tenth (10th) instructional day to academic transfer, academic support, undeclared/non-degree, and foundations education.

REPORT ON INTERNAL CONTROL OVER ENROLLMENT REPORTING AND ON COMPLAINTS AND OTHER MATTERS BASED ON AN AUDIT OF ENROLLMENT STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Governors
Anywhere Nebraska Community College Area

We have audited the enrollment statements of the reimbursable full-time equivalent student enrollment and reimbursable educational units of Anywhere Nebraska Community College Area for the years ended June 30, 2012 and 2011, which collectively comprise Anywhere Nebraska Community College Area's basic enrollment statements and have issued our report thereon dated August 1, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Enrollment Reporting

In planning and performing our audit, we considered Anywhere Community College Area's internal control over enrollment reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the enrollment statements, but not for the purposes of expressing an opinion on the effectiveness of the Anywhere Community College Area's internal control over enrollment reporting. Accordingly, we do not express an opinion on the effectiveness of the Anywhere Community College Area's internal control over enrollment reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's enrollment statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control over enrollment reporting was for the limited purposes described first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over enrollment reporting that we considered to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Anywhere Community College Area's enrollment statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of enrollment statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of management, the Board of Governors, others in the College, Nebraska Auditor of Public Accounts, and other Nebraska state departments and agencies, and the Nebraska Community College Association members and is not intended to be and should not be used by anyone other than these specified parties.

Independent CPA Firm
Anywhere, Nebraska
August 1, 2012

COURSE WEIGHTING DECISION RULES

I. FROM STATE STATUTE

1. General Academic Transfer and Academic Support courses are weighted at 1.0.
2. Class 1 Applied Technology or Occupational courses (courses which require the use of equipment, facilities, or instructional methods which could be easily adaptable for use in general academic transfer classroom or laboratory) are weighted at 1.5.
3. Class 2 Applied Technology or Occupational courses (courses which require the use of specialized equipment, facilities, or instructional methods not easily adaptable for use in a general academic transfer classroom or laboratory) are weighted at 2.00.

II. FROM STATEWIDE AGREEMENT

1. Place each course in one of the three groups of courses: general academic transfer, general academic support, or applied technology or occupational as identified in the Definition of Terms.
2. Classify each applied technology or occupational course as either Class 1 or Class 2 as defined in the Definition of Terms.
3. Weight each course: 1.00 for general academic transfer and academic support, 1.50 for Class 1 applied technology or occupational and 2.00 for Class 2 applied technology or occupational as set forth in the Definition of Terms.
4. All similar courses statewide will be weighted the same.
5. All exceptions will be agreed to by the community colleges.
6. New courses will be reviewed by the instructional officers for weighting prior to submission of the "course changes" report to the Council of Chief Executive Officers.
7. Courses may vary from the established weighting of a discipline per agreement of the instructional officers. (See Section III, Course Weighting Illustrations and Exceptions.) Such exceptions will be updated annually.
8. Independent/Directed Study, Practicum, and Special Topics courses carry the same weight as other similar courses in the discipline.
9. Co-op/OJT courses carry the same weight as other similar courses in the discipline.
10. Courses using computers to teach the content will be weighted at the discipline level. NOTE: The intent is to weight the competencies taught, not the methodology.
11. Courses taught via telecommunications revert to the normal course weight.
12. Courses must maintain a lab contact/credit hour ratio consistent with their weighting classification.

13. If there is a question on rounding figures when weighting courses, the figure should be rounded down.
14. Credit courses are to be offered at .5 credit or higher, increments of .25 are allowed above .50 credit.

III. COURSE WEIGHTING ILLUSTRATIONS AND EXCEPTIONS

Applicable to All Reimbursable Courses

A. 1.0 Academic Transfer and Academic Support Courses

Definition: Courses for the awareness, preparation, and support of academic courses that will transfer to a senior institution.

Such as:

1. Remedial and developmental courses (Basic Skills)
2. Career Assessment, Career Planning, and Counseling
3. General College Transfer
 - a. Written Communication
 - b. Consumer Home Economics
 - c. Economics
 - d. Education
 - e. English and Speech
 - f. Engineering
 - g. Fine Arts
 - h. Health, First Aid, and CPR
 - i. Languages
 - j. Math
 - k. Performing Arts
 - l. Physical Education and Recreation
 - m. Public Administration
 - n. Science
 1. Life
 2. Physical
 3. Social
 - o. Journalism
 - p. Sign Language
 - q. Library and Information Services
4. General Academic Support courses for Applied Technology or Occupational programs which require little or no special equipment and/or facilities other than those generally used in a transfer course.
 - a. Personal Finance
 - b. Courses such as
 1. Occupational Safety and Health
 2. Safety Code
 3. English as a Second Language (non-federally funded)
 4. Academic related courses (General Education) as listed above in #3

5. All science courses are weighted 1.0 as academic transfer or academic support courses. Any laboratory hours associated with science courses are converted to credit hours based on one credit hour for a minimum of twenty quarter or thirty semester hours of laboratory work per term of enrollment.

B. 1.5 Class 1 – Applied Technology and Occupational Courses

Definition: Applied technology or occupational courses which generally use a limited amount of specialized equipment.

1. Generally includes courses from the following programs:

- Agribusiness
- Building/Property Maintenance
- Business Administration/Entrepreneurship
- Child Care/Early Childhood Education
- Criminal Justice/Law Enforcement
- Environmental Lab Technician/Biological Studies
- Family and Consumer Science--Related Occupations
- Fire Technology - Emergency Medical Services/Paramedic
- Geriatric Aide - Care Staff Member - Nursing Assistant
- Health Information Management Services
- Horticulture
- Hotel/Motel Management
- Human Resource Management
- Interior Design
- Janitorial and Housekeeping
- Legal Services/Paralegal
- Logistics and Material Management
- Medical Assistant
- Parts
- Parts Distribution
- Pharmacy Technician
- Railroad Operations
- Secretarial Science – Administrative Assistant
- Statistical Process Control (SPC)
- Technical Theatre Production Design
- Travel/Reservations

2. Co-op/work experience will carry the same weight as the program is generally assigned.
3. Independent Study, Practicum, and special topics will have the same weight as the course and/or program they duplicate.
4. Courses with the following topics from the programs in item III. C. listed below. These are discrete topics/courses which require little or no special equipment.

- Blueprint Reading
- Code and/or Law
- Estimating
- License Preparation and Examination

Nutrition
Terminology

C. 2.0 Class II – Applied Technology and Occupational Courses

Definition: Applied technology or occupational courses which are generally very expensive and utilize specialized equipment and may require special facility accommodations.

1. Generally includes courses from the following programs:

Agriculture Mechanics	Mechanics (all areas)
Air Conditioning and Heating	Medical Lab Technician
Aviation Maintenance	Physical Therapist Assistant
Audio/Recording Technology	Truck Driving
Auto Body	Nursing/Health Occupations
Automotive Technology	Occupational Therapy Assistant
Broadcast Engineering	Office Technology
Building Construction	Ophthalmic
Civil Engineering Technician	Plumbing
Commercial Photography	Printing Technology
Construction Trades	Production Based Agriculture
Cosmetology Trades	Production Based Horticulture
Dental Assistant/Hygiene/Lab	Radio and Television
Diesel Technology	Radiology Technician
Drafting	Renewable Energy
Electronic, Electricity, Electromechanical	Respiratory Therapy
Electronic Imaging/Graphics/ Design	Surgical Technology
Food Service Management	Transportation/Material Moving
Industrial Technology	Utility Line
Information Technology	Veterinarian/Animal Health
Machine Tool	Video Production
	Welding
	Word Processing

2. Co-op/work experience will carry the same weight as the program is generally assigned.
3. Independent Study, Practicum, and special topics will have the same weight as the course and/or program they duplicate.
4. Includes courses from the 1.0 or 1.5 categories which are identical to those courses taught in programs/courses with 2.0 weighting factor. Example: Art classes such as Photography.

VALUATION FOR UNIFORM BUDGET DOCUMENT FILING

State statute section §13-506 requires community college areas to publish a budget summary and notice of a budget hearing five (5) days before the hearing. State statute section §77-1601.02 requires five (5) days notice of a special hearing to change the tax request from the prior year's request.

State statute section §13-508 requires community college areas to file by September 20th adopted budgets with the county clerks and the Auditor of Public Accounts. It also provides that a governing board shall not certify an amount of tax more than one percent greater or lesser than the amount determined under section §13-505.

State statute section §13-509 requires the County Assessors to certify on or before August 20th of each year the assessed value of all taxable property in each county in the community college area.

Community college areas typically hold budget hearings between September 7 and September 18. With the five (5) day publishing requirement, the valuation, levy, revenue, and state aid numbers for areas should be finalized by the first of September.

Some County Assessors have historically provided initial certified valuations or made minor adjustments to certified valuations after the August 20th deadline for certification.

The community college areas agree to use, for Uniform Budget Document filings, the certified valuations as of the close of business on the fifth working day (Monday-Friday) after August 20th (Final Valuation). This date would range from the 25th to the 28th of August depending upon which day of the week August 20th falls. The five working day period would allow for late or corrected certifications to be filed. Changes in certified valuations after this date will not be considered unless the changes are material. In general, for a change to be considered material, it should result in a 1% or greater change in total valuation of the community college area.

ENROLLMENT AUDIT COMMITTEE

ENROLLMENT AUDIT GUIDELINES

SAMPLE AUDIT FORMAT

COURSE WEIGHTING DECISION RULES

VALUATION GUIDELINES FOR UNIFORM BUDGET FILING